

## Registration Information:

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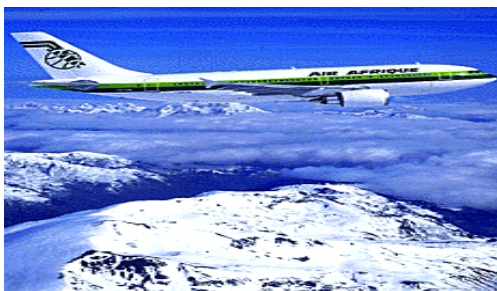
Registration for these programs is free. Pre-registration is required. The deadline for registering is one week prior to the course date listed for the site you wish to attend. To register and obtain parking information please call:

Garry Greer at 1-617-983-6608 or fax at 1-617-983-6887

[Link to Registration Form](#)

## Directions:

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1, a confirmation letter containing detailed directions to the State Laboratory Institute or appropriate site, along with parking instructions will be faxed or mailed to all participants.

Please Copy & Post

Garry Greer  
State Laboratory Institute  
305 South Street  
Boston, MA 02130



## PACKAGING AND SHIPPING DIAGNOSTIC SPECIMENS AND INFECTIOUS SUBSTANCES

STATE LABORATORY INSTITUTE  
305 South Street  
Jamaica Plain, MA 02130

### 2004 COURSE DATES:

February 4, 2004

March 10, 2004

April 7, 2004

May 19, 2004

June 9, 2004

July 21, 2004

September 15, 2004

October 6, 2004

November 17, 2004

Sponsored by:  
Massachusetts Department of Public Health  
Bureau of Laboratories  
State Laboratory Institute

Web Site: [www.state.ma.us/dph/bls/bls.htm](http://www.state.ma.us/dph/bls/bls.htm)

## Program Description

This one-day program will provide a comprehensive overview of Federal (DOT) and International (IATA) Regulations applicable to the packaging and shipping of laboratory specimens. The program will provide an understanding of the terminology, packaging, marking, labeling and documentation required under these regulations. It will integrate lecture, demonstrations, group exercises and an easy to use manual so that participants can ensure that regulations are met and infectious substances are packaged and transported safely and efficiently.



## Program Objectives

*Upon completion of the program, participants will be able to:*

- Define and describe national and international regulations as they apply to proper packaging and shipping of diagnostic specimens and infectious substances.
- Identify and differentiate between diagnostic specimens and infectious substances.
- Demonstrate proper techniques when packaging, marking, labeling, documenting and shipping to ensure the safe transport of laboratory specimens in a timely manner.
- Identify the proper Federal and International Regulations, (DOT, USPHS, USPS, OSHA and IATA), and the correct carrier specific instructions for the safe packaging and transport of diagnostic specimens and infectious substances.

## Program Agenda

7:45 AM - 8:00 AM  
8:00 AM - 11:30 AM



Registration and Sign In  
Introduction to the Course  
Review of Materials  
Classifications of  
Dangerous and Hazardous  
Goods

- Diagnostic Specimens
- Infectious Substances
- Risk Groups
- Select Agents

International and National  
Regulations

- IATA Regulations,  
Class 6.2
- CDC Regulations
- DOT Regulations
- USPS Regulations

Classroom Exercises,  
IATA Packaging and  
Shipping

11:30 AM - 12:00 PM

Lunch

12:00 PM - 2:30 PM

Review of Carrier Specific  
Regulations  
Classroom Demonstration  
Packaging Clinical  
Diagnostic Specimens and  
Infectious Substances for  
Shipment by Local  
Surface Transport  
including the US Postal  
Service  
Filling out Documents  
Shipper's Checklist  
Review



2:30 PM - 3:30 PM

Exam

3:30 PM - 4:30 PM

Evaluation and Awarding  
of Certificates  
Adjournment

4:30 PM

## Who Should Attend

**Hospital laboratory individuals, who prepare, offer for transport or transport laboratory specimens by air or ground. At least one individual from each hospital laboratory in MA who is responsible for packing and shipping laboratory specimens for transport should attend one of these trainings.**



## Speaker:

Phyllis M. Madigan  
Chief of Laboratories  
Director of Client Services  
MA Department of Public Health  
State Laboratory Institute  
Boston, MA



## Program Facilitator:

Garry R. Greer  
State Laboratory Training & Distance  
Learning Coordinator  
MA Department of Public Health  
State Laboratory Institute  
Boston, MA

**INNER PACKAGES  
COMPLY WITH  
PRESCRIBED  
SPECIFICATIONS**